

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
114**

BOARD OF PRISON COMMISSIONERS MEETING

Supersedes: AR 114 (Temporary, 06/21/10)
Effective Date: 08/13/10

AUTHORITY:

NRS 209.021;
NRS 241.035
NRS 239.052;
NRS 241.020;
Nevada Constitution, Article 5, section 21

RESPONSIBILITY

The Board of Prison Commissioners and/or the Director, Department of Corrections will be responsible for the scheduling of the Board meeting.

114.01 MEETING PREPARATION

1. The Director/designee should develop the Department's agenda for the Board of Prison Commissioners meeting.
2. The Director/designee should obtain the review and approval of the Secretary of State for the agenda.
3. Items which require Board approval should be identified on the agenda with a required action notation.
4. The Secretary of State/designee shall post written notice of all Board of Prison Commissioner meetings as required by NRS 241.020.
5. The Secretary of State/designee shall ensure that either an audio recording of the meeting is completed or that the meeting is transcribed by a certified court reporter as required by NRS 241.035.
6. The Director/designee should prepare all documents for distribution to the Board members, media, and members of the public.

114.02 CONDUCT OF THE MEETING

1. The Governor shall be the Chair of the Board of Prison Commissioners.
2. The Director/designee will place a sign-up sheet at the door to document attendance and to identify all who wish to speak.
3. The Director/designee will distribute meeting documents to any person making that request.
4. The Director/designee will obtain signed approval of actions at the close of the meetings.

114.03 DOCUMENTATION

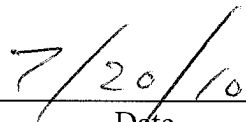
1. The Secretary of State/designee should store the meeting documents and minutes as required by records retention and open meeting laws.
2. The Secretary of State may charge a fee as authorized in NRS Chapter 239 for copies of the minutes or recordings of the meeting.

APPLICABILITY

1. This regulation does not require an Operational Procedure.
2. This regulation does not require an audit.



Howard Skolnik, Director



Date